

## Entering Termination Status

### READ EVERYTHING BEFORE YOU DO ANYTHING...

- It is best to complete terminations at the end of the school year, *after your final TEDS import from Infinite Campus*
- DO NOT terminate underclassmen unless they drop out or transfer out of their home high school
- DO NOT terminate underclassmen that are returning to their home high school for the next year for any reason
- Senior student records that show them as exploring in a pathway are terminated automatically as Exploratory Exit
- Student terminations should be done for each individual pathway based on number of credits

1. Login to TEDS at <http://teds.ky.gov>

2. Click on **Select School**

3. Select your “School” and “School Year”. Click **Select**

4. Select the pathway section for which you want to complete terminations

5. Click "Termination"

6. **TO TERMINATE ALL PREPARATORY SENIORS**

a. **Student Objective = Preparatory**

b. **Education Level = 12<sup>th</sup> Grade**

c. **Student Status = All Students**

d. Click **Search**

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Default values

Termination Date:

Name	SSID	Objective	Education Level	Termination Status	Termination Date
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	

1 to 9 of 9 Records 100

- Place the date of termination in **Termination Date**
- Use the dropdown box and select the **Termination Status** for each student
- Click **SAVE** before moving on to next page

**7. TO TERMINATE UNDERCLASMEN**

*Do not terminate underclassmen that are returning to their home high school for the next year for any reason*

There should be a relatively small number of students in this category

FROM THE TERMINATION SCREEN:

- Search for the student by name**
- Student Objective = ALL**
- Education Level = All**
- Student Status = All Students**
- Click **Search**

Enrollment Search Criteria

First Name:

Last Name:

Last four # of SSN:

SSID:

Student Objective:

Education Level:

Student Status:

Termination Status:

Default values

Termination Date:

Name	SSID	Objective	Education Level	Termination Status	Termination Date
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	
		PREPARATORY	12TH GRADE	- Select One	

- Using the dropdown box, select the correct **Termination Status**
- Enter the **Termination Date**
- Click **SAVE** before moving on to next student

Senior student records identified as Exploratory will be automatically terminated